



**City of Somerville**  
**Department of Public Works – Highway Division**  
**1 Franey Road**  
**Somerville, MA 02145**  
**617-625-6600 Ext.: 5500**

**Application for Curb Cut and Driveway and/or Driveway Modifications**

Date: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_  
Signature of Contractor: \_\_\_\_\_

Is a Building Permit required for work in conjunction with the driveway installation? **Y / N**  
If Yes, Building Permit Date: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

**This application is for:**

☐ **Driveway rehabilitation/modification only (see fee below and skip to page two (2) for requirements).**

*Non-refundable* Application Fee (Check or money order shall be made out to "City of Somerville"):

- |                                 |           |       |
|---------------------------------|-----------|-------|
| • Residential home (1-3 family) | \$ 50.00  | _____ |
| • Residential (4+ units)        | \$ 100.00 | _____ |
| • Industrial or Commercial      | \$ 100.00 | _____ |

☐ **New curb cut or curb cut modification/relocation and new driveway.**

*Non-refundable* Application Fee (Check or money order shall be made out to "City of Somerville"):

- |                                 |           |       |
|---------------------------------|-----------|-------|
| • Residential home (1-3 family) | \$ 100.00 | _____ |
| • Residential (4+ units)        | \$ 200.00 | _____ |
| • Industrial or Commercial      | \$ 200.00 | _____ |



**Non-refundable Application Approval upon Construction Fee** (Check or money order shall be made out to “City of Somerville”):

- Residential home (1-3 family)
  - New curb cut \$2,000.00 \_\_\_\_\_
  - Curb cut modification \$1,000.00 \_\_\_\_\_
  - Relocate existing curb cut \$4,500.00 \_\_\_\_\_
- Residential home (4+ units) – Work completed by developer/applicant. \*
- Industrial or Commercial – Work completed by developer/applicant. \*

\*All work must be accepted by the City prior to issuance of occupancy permit.

\*All work must comply with applicable ADA/AAB regulations.

\*All work on private property must be completed before curb cut will be installed.

### **Driveway Construction Rehabilitation/Modification Requirements**

Per section 11-33:

Driveway rehabilitation/modification plan requirements:

1. Plan showing size and proposed configuration of driveway shall be provided on a plan and drawn to scale. A plot plan is acceptable in most instances and at a minimum, the plan shall include:
  - a. Existing buildings
  - b. Parking areas
  - c. Type of driveway/parking area surface material
  - d. Location of all landscaping features including trees, grass areas, plantings, rock walls, etc...
  - e. Catch basins, hydrants, manhole covers, water or gas gate covers and sign posts
  - f. Existing and proposed surface water flow (storm water shall no flow into abutting property)
  - g. Proposed dimensions of driveway (minimum dimensions are 8-feet wide and 18-feet long)
  - h. Any change in grade greater than 4 feet will require a structural engineers stamped report
2. The City Engineer maybe request that the applicant provide additional information as necessary to properly evaluate the application.
3. Applicant shall provide a copy of the deed to prove ownership.
4. Proposed plan shall meet all applicable zoning regulations including but not limited to – ground coverage, landscaped area and impervious in Section 8.5 and shall meet municipal requirements under 11.145 which indicates that there shall be no increase in storm water runoff on adjacent properties or any public or private right-of-way.
5. Plan shall meet requirements associated with the City of Somerville Storm Water Policy.
6. Approval of plan by the City Engineer shall not relieve the applicant from conforming to the requirements of, or making application to, other Boards or Commissions on matters within their jurisdiction.
7. Those driveways constructed in violation of the approved driveway permit will be subject to a fifty-dollar a day fine for each day of violation.
8. If driveway rehabilitation will not increase overall size of driveway, applicant shall submit pictures showing pre and post conditions. A plan is not required for work.



**Additional Conditions:**

1. Any contractor approved to construct or modify a driveway in the City of Somerville shall, before performing any work authorized thereby, execute a bond, in the sum of \$5,000 with one or more sureties, satisfactory to the City Engineer, that he or she will restore any public infrastructure damaged by their operations. If a paving contractor fails to meet the requirements of this permit, the paving contractor shall not be entitled to receive another permit until said violation has been remedied.
2. No activity shall begin before 7:00 AM, or extend beyond 6:00 PM, Monday through Friday unless approved by the DPW Commissioner or the Director of Operations.
3. No streets shall be closed nor detour established without the approval of the Director of Traffic and Parking.
4. No materials shall be stored in the area of the street and sidewalk outside of working hours. Any materials or equipment stored within the City right of way shall be protected with illumination lighting and safety barricades.
5. If an ADA/AAB accessible route cannot be maintained during construction, a sidewalk occupancy permit is required.
6. When, for reason of safety, it is necessary for work to be done outside of working hours, the contractor will be notified to take corrective action. If the contractor cannot be contacted or fails to cooperate, the City will take corrective action and bill the contractor.
7. Contractors shall protect systems of the City's infrastructure and compact backfill material to 90% optimum density. The contractor shall repair walks, curbs, and street pavement damaged by construction.
8. Any damage to sidewalks in the vicinity of the proposed work should be documented with the Engineering Department prior to the start of work. Any damaged sidewalk panels not previously noted or damaged during construction must be repaired/replaced by the Contractor completing the work.
9. The driveway plan shall indicate any sidewalk slab adjacent to the proposed driveway that is cracked, broken, scaled or is raised more than one-half inch (1/2") when compared to abutting panel. If not shown on the plan, the contractor will be responsible for the repair or replacement.



\*\*\*\*\*

***For Office Use Only***

**Curb Cut is:**

Approved ☐

Denied ☐

Reason for Denial: \_\_\_\_\_

**Driveway Construction/Modification/Rehabilitation is:**

Approved ☐

Denied ☐

Reason for Denial: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Landscape Percentage: \_\_\_\_\_

Fee: \_\_\_\_\_

Check Date: \_\_\_\_\_

Check #: \_\_\_\_\_

Date of Driveway Work: \_\_\_\_\_ Final Inspection Date: \_\_\_\_\_

Highway Superintendent Approval: \_\_\_\_\_

Date: \_\_\_\_\_

***Final Inspection Date:*** \_\_\_\_\_

Inspectional Services Approval: \_\_\_\_\_

Date: \_\_\_\_\_

***Final Inspection Date:*** \_\_\_\_\_

City Engineer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

***Final Inspection Date:*** \_\_\_\_\_